

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2469

### Field Office Distribution

Notices are available on the Internet at <http://www.fsa.usda.gov/notices>. Handbooks are available on the Electronic Distribution Handbook and Notice Print Files page at [http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds\\_index.htm](http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Management Analysis and Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on the Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1583 10-23-13	FY 2013 Outreach Tracking Information System (OTIS) Activities Closeout	FSA Employees
AS-2262 10-25-13	Real Property Space Budget Justification Report for FY 2015	State Offices, FAS and RMA Budget Offices
CM-733 10-24-13	Systemwide Reset of the SCIMS "Receive Mail Indicators", "Electronically" Option	State and County Offices
CRP-752 10-24-13	FY 2013 CREP Annual Report and Project Administration	State Offices
DCP-270 10-22-13	2013 DCP/ACRE Direct Payments and 2012 ACRE ACRE Payments	State and County Offices
ECP-70 10-22-13	Extending Active ECP Signups and Performance Reporting Deadlines Impacted by the Federal Government Shutdown	State and County Offices
FI-3171 10-25-13	Prompt Payment Start Date During Government Shutdown	State and County Offices
LD-633 10-21-13	MILC Program Closeout Procedures	State and County Offices
NAP-157 10-24-13	Late-Filed Notice of Loss or Late-Filed CCC-471 Related to Temporary Shutdown Because of Federal Funding	State and County Offices
PM-2893 10-28-13	Using Annual Leave (AL) to Avoid Forfeiture and Declaration of Public Exigency Information for Leave Year (LY) 2013	FFAS Employees

## National Procedure Checklist No. 2469 (Continued)

### Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
1-CM (Rev. 3) Amend. 60 10-24-13	Common Management and Operating Provisions	All FSA Offices
21-CN (Rev. 3) Amend. 19 10-21-13	CCC Automated Cotton Loan Reporting for CMA's and LSA's	Approved Cooperative Marketing Associations and Authorized Loan Servicing Agents
1-FLP (Rev. 1) Amend. 89 10-24-13	General Program Administration	State and County Offices
2-NAP (Rev. 1) Amend. 6 10-23-13	Loss Adjuster Management	State and County Offices

### Procedure Notices

None.

### Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
DCP-269	10-22-13	DCP-270

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or e-mail to [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov).